

KOLAR

Kansas On-Line Automated Reporting

**Kansas Department of Health and Environment
Geology and Well Technology Section**

**Pamela Chaffee, Unit Chief
Water Well & Technical Support Unit**

Wednesday, September 7, 2016



<https://kolar.kgs.ku.edu>



KOLAR History

- Discussions began in August 2009 to allow water well contractors to use KOLAR for submitting WWC-5 Forms.
- On September 12, 2011, the first official WWC-5 was entered and fee submitted on KOLAR.
- First WWC-5P was entered on June 24, 2014
- Since that date, 83 Kansas water well contractors have registered with KOLAR. Of those registered, 62 have submitted at least some records and 21 are inactive.

KOLAR Fees WWC-5 Forms

- First record submitted would be \$7.00 (\$5.00 for record plus \$2.00 usage fee)
- Second and subsequence records would be \$6.50 (\$5.00 for record plus \$1.50 usage fee)

Note: This is for 1 group of records. When you start a new group, the fee starts over with \$7.00 for the first record.

Training Module

The following slides will show you how to register and what to expect when using KOLAR.

We will then take you “Live” on the KOLAR Website and fill out a form.


<http://www.kdheks.gov/waterwell/index.html>

The screenshot shows the homepage of the Kansas Department of Health and Environment's Water Well Program. The header features the Kansas state seal with the motto "AD ASTRA PER ASPERA" and the text "Kansas Department of Health and Environment". To the right, it lists "Sam Brownback, Governor" and "Susan Mosier, MD, Secretary". A green navigation bar contains links for "Home", "Public Health", "Environment", "Health Care Finance", "Laboratories", and "News". Below this is a blue bar with "BOW - Water Well Program" and social media icons for Facebook, Twitter, YouTube, RSS, and Flickr.

Below the navigation bar, there is a search bar and a link to "A to Z Topic Listing". The main heading is "Water Well Program". To the left is a green sidebar menu with the following items: "Water Home", "Blue-Green Algae (BGA) Blooms", "Geology & Well Technology", "Industrial Programs", "Livestock Management", "Municipal Programs", "Public Water Supply", "Technical Services", "Watershed Management", and "Watershed Planning, Monitoring, and Assessment".

To the right of the sidebar, the contact information for Pam Chaffee, Professional Geologist, Chief, Water Well Unit, is provided: "Geology & Well Technology, 1000 SW Jackson Street, Suite 420, Topeka, KS 66612-1367", "Office: (785) 296-3565", "Fax: (785) 559-4258", and "pchaffee@kdheks.gov".

Below the contact information is the "General Information" section, which states: "The Water Well Program at KDHE is administered by the Water Well Unit within the Geology & Well Technology Section. The purpose of the Water Well Program is to provide for the exploration and protection of groundwater through the licensing and regulation of water well contractors in Kansas and to protect the health and general welfare of the citizens of Kansas. The program oversees the proper construction, reconstruction, treatment and plugging of water wells and to provide data on potential water supplies in Kansas. This is done by requiring well logs for all water well construction, reconstruction and plugging of wells within the state. To become a Kansas Licensed Water Well Contractor requires submitting to KDHE a completed application, successful completion of a written exam and submitting the required fees to KDHE. After becoming a Licensed Water Well Contractor, the contractor is required to renew their license annually by submitting to KDHE a renewal application on a form provided by KDHE, filing all well records (WWC-5 form) for each well constructed, reconstructed or plugged during the previous year of licensure, satisfying the continuing education requirements and submitting the required fees. Directions to KDHE and Visitor Parking".

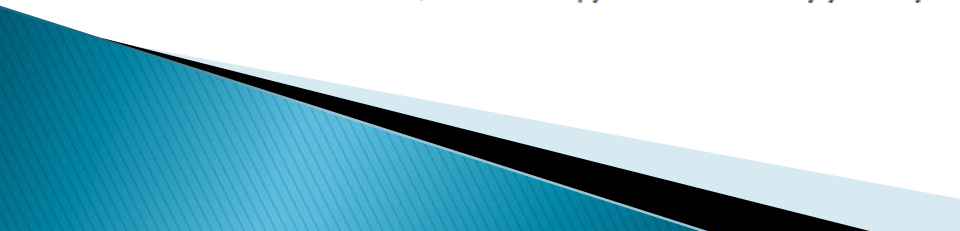


WWC-5/WWC-5P Forms

*** **Hard copies will no longer be furnished - use one of the reporting methods listed below** ***

- **KOLAR** - Kansas Online Automated Reporting System for WWC-5 Forms
 - [Announcement](#)
 - [Registration and instructions](#)
 - [How to correct a WWC-5 form when initially entered through KOLAR](#)
- Fillable WWC-5 Form (.pdf)
 - [WWC-5 Instructions](#)
 - [WWC-5 Form](#)
- Fillable WWC-5P Form (.pdf)
 - [WWC-5P Instructions](#)
 - [WWC-5P Form](#)

Note: If you do not have a computer, call 785-296-5524 or 785-296-3565 and ask that a blank copy be sent to you. You may reproduce the copy for your record submittals. You will need to make copies as follows: **1st** copy will be mailed to KDHE, Geology & Well Technology Section, 1000 SW Jackson St., Suite 420, Topeka, KS 66612-1367, **2nd** copy needs to be sent to landowner, and a **3rd** copy will be retained by you for your files.



Overview of KOLAR



KOLAR

Welcome to KOLAR (Kansas On Line Automated Reporting) system.

KOLAR was developed by the Kansas Geological Survey (KGS) and the Kansas Department of Health and Environment (KDHE) to enable water well contractors to submit water well records (WWC-5) forms and the associated water well record fees electronically.

Benefits of electronic submission include:

- 1) Easy to understand fill in forms resulting in time saving and efficient reporting.
- 2) You only need to provide a paper copy to:
 - a. the water well owner, and
 - b. retain one for your files
- 3) Reduce human error (as the program will not let you submit your WWC-5 form unless it complies with pre-programmed parameters established by KDHE).
- 4) No more check writing or the possibility of checks getting lost in the mail. Electronic payment is done using a credit card.
- 5) Automatically populates the Kansas water well database.


Registration & Instructions

The original instructions for registering to use KOLAR and how to use it are at: http://www.kdheks.gov/waterwell/download/KOLAR_Instructions_by_Kurt_Look_KGS_1-19-2012.pdf. These instructions were updated for training purposes in September 2016. A final updated version will be posted on the Water Well Program website at: <http://www.kdheks.gov/waterwell/index.html>.

If you have questions, please contact Pamela Chaffee, KDHE, at 785-296-3565.

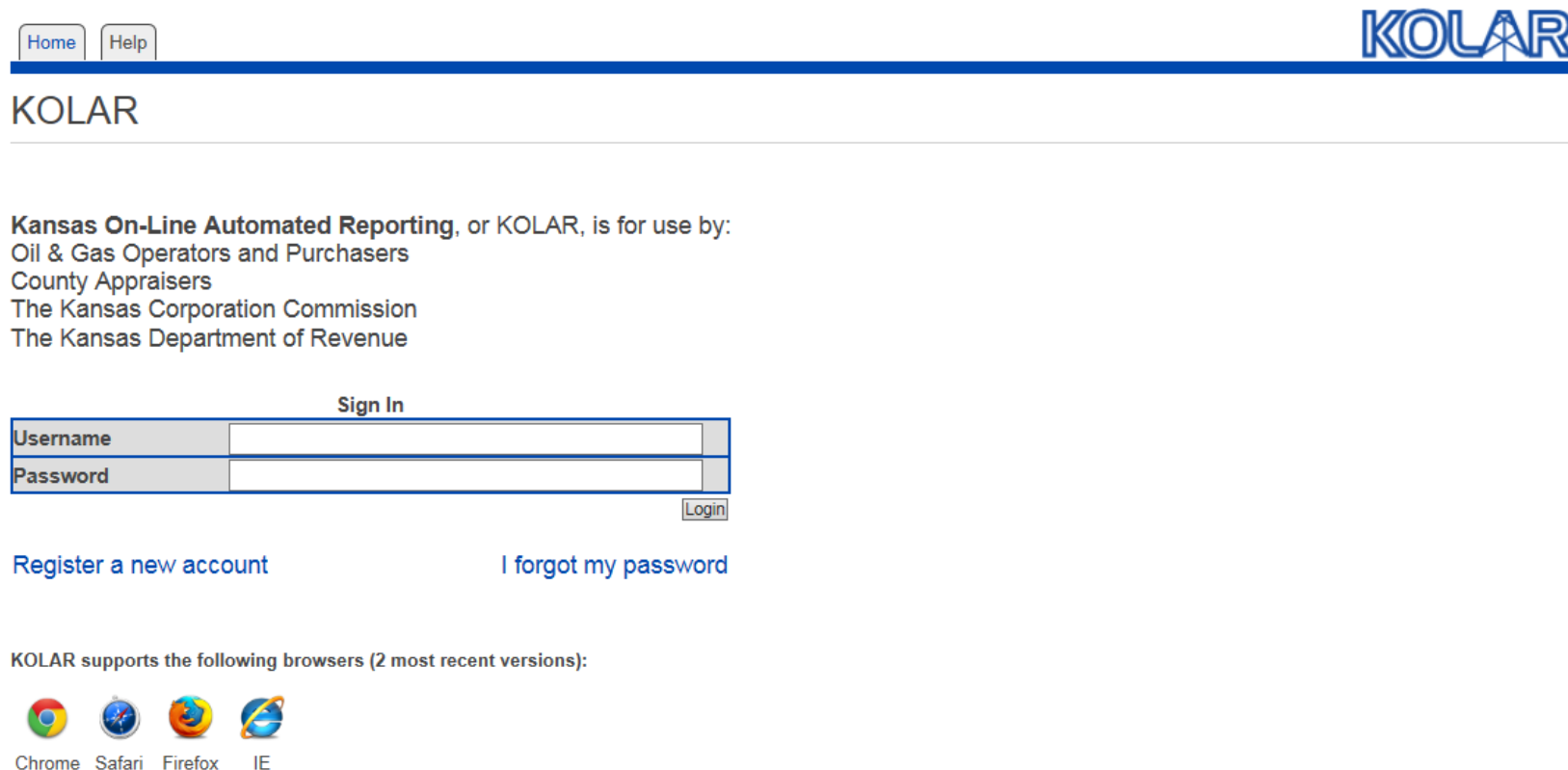
KOLAR has been tested and is in use by a group of Kansas licensed water well contractors who volunteered to help us fine tune this project. These contractors provide valuable comments and feedback on how the system works for them and KDHE would like to thank these contractors for their help and support.

REMINDER: You must still provide a paper copy of the water well record (WWC-5 and WWC-5P Forms) to the water well owner and retain a copy for your files.



Registration & Instructions

1. Bring up the KOLAR web site in your browser: <http://kolar.kgs.ku.edu>. It will look something like this:



The screenshot shows the KOLAR web site interface. At the top right is the KOLAR logo. Below it, on the left, are 'Home' and 'Help' buttons. The word 'KOLAR' is displayed in large letters. Below this, a list of users for whom KOLAR is intended is provided: Oil & Gas Operators and Purchasers, County Appraisers, The Kansas Corporation Commission, and The Kansas Department of Revenue. A 'Sign In' section follows, containing two input fields for 'Username' and 'Password', and a 'Login' button. Below the login fields are two links: 'Register a new account' and 'I forgot my password'. At the bottom, a message states 'KOLAR supports the following browsers (2 most recent versions):' followed by icons for Chrome, Safari, Firefox, and Internet Explorer (IE).

Home Help

KOLAR

Kansas On-Line Automated Reporting, or KOLAR, is for use by:
Oil & Gas Operators and Purchasers
County Appraisers
The Kansas Corporation Commission
The Kansas Department of Revenue

Sign In





Username

Password

Login

[Register a new account](#) [I forgot my password](#)

KOLAR supports the following browsers (2 most recent versions):

Chrome Safari Firefox IE

2. Click on “Register a new account.”

3. Enter the requested information and click on “Register” to get a confirmation page:

[Home](#) [Help](#)

KOLAR
TEST

New User Registration

User Information

First Name	<input type="text" value="Pamela"/>	*
Last Name	<input type="text" value="Chaffee"/>	*
Username for KOLAR		
<ul style="list-style-type: none">You may use letters, digits, and underscores.Do not use special characters such as @ and &.Username must be 8 to 30 characters in length.Username is case sensitive.		
	<input type="text" value="pam13KDHE"/>	*
Email	<input type="text" value="Pam.Chaffee@ks.gov"/>	*
Phone (999-999-9999)	<input type="text" value="785-296-3565"/>	*
Extension	<input type="text"/>	

Tell Us How You Plan to Use KOLAR

Water Well Contractors:

Do you want the ability to submit WWC5 forms to the Kansas Department of Health and Environment? If so, then you need to be added to the KOLAR group for your company, which will need to be a licensed water well contractor.

☒

Oil & Gas Operators:

Do you want the ability to submit forms to the Kansas Corporation Commission (KCC)? Contact your company's Electronic Filing Administrator to add you to your company's group. If you are not sure if your company has an Electronic Filing Administrator or who the Electronic Filing Administrator is, contact a.banks@kcc.ks.gov.

☐

Do you want the ability to report severance tax to the Kansas Department of Revenue? If so, then you need to be added to the KOLAR group for your company. If other people in your company use KOLAR, ask them who the group administrator is. That person can add you to the company group. If you are the first KOLAR user for your company, call Roberto Tetuan at the Department of Revenue, 785-296-7713 and he will get you set-up. Have your KDOR Taxpayer ID number handy when you call.

☐

Register

3a. You'll be asked to confirm the information in order to register.

[Home](#) [Help](#)

KOLAR
TEST

Confirm New User

User Information

Username	pam13KDHE
Name	Pamela Chaffee
Email	Pam.Chaffee@ks.gov
Phone (999-999-9999)	785-296-3565
Extension	

Additional Information

Water Well Contractors:

Do you want the ability to submit WWC5 forms to the Kansas Department of Health and Environment? If so, then you need to be added to the KOLAR group for your company, which will need to be a licensed water well contractor.

Yes

Oil & Gas Operators:

Do you want the ability to submit forms to the Kansas Corporation Commission (KCC)? Contact your company's Electronic Filing Administrator to add you to your company's group. If you are not sure if your company has an Electronic Filing Administrator or who the Electronic Filing Administrator is, contact a.banks@kcc.ks.gov.

No

Do you want the ability to report severance tax to the Kansas Department of Revenue? If so, then you need to be added to the KOLAR group for your company. If other people in your company use KOLAR, ask them who the group administrator is. That person can add you to the company group. If you are the first KOLAR user for your company, call Roberto Tetuan at the Department of Revenue, 785-296-7713 and he will get you set-up. Have your KDOR Taxpayer ID number handy when you call.

No

[Incorrect - Start Over](#)

[Correct - Register Now](#)

4. You will get this page telling you that an email has been sent to you with a temporary password. It takes a minute or two, but you will get the email and password in your inbox with instructions:

[Home](#) [Help](#)

KOLAR

You have successfully created a user account on KOLAR (Kansas On-Line Automated Reporting). If other members of your company are already using KOLAR, ask your KOLAR Group Administrator to add you to the group. Otherwise:

- To submit KCC (Kansas Corporation Commission) forms through this system, a company's authorized agent must complete and mail the Master Electronic Filing Certification form along with the Appointment of the Electronic Filing Administrator to the KCC. The form may be found at http://www.kcc.ks.gov/conservation/forms/kolar_mefc.pdf

More information is available on the KOLAR Help pages and on the KCC website:http://www.kcc.ks.gov/conservation/forms/kolar_faq.htm

- To submit DOR (Department of Revenue) tax returns through this system, please contact DOR: 785-296-5447.
- All other users, please [email us](#).

A temporary password has been emailed to 'Pam.Chaffee@ks.gov'. Please log in with this password in the next 2 days. At that time, you will be asked to reset your password to one of your choosing. If you have any trouble, please [email us](#).

Kansas On-Line Automated Reporting, or KOLAR, is for use by:
Oil & Gas Operators and Purchasers
County Appraisers
The Kansas Corporation Commission
The Kansas Department of Revenue


Sign In


Username	<input type="text"/>
Password	<input type="password"/>


Login


[Register a new account](#) [I forgot my password](#)

KOLAR supports the following browsers (2 most recent versions):

 Chrome

 Safari

 Firefox

 IE




Fri 9/2/2016 1:11 PM

chasm@kgs.ku.edu

+KOLAR: Temporary Password and Login Instructions

To Pam Chaffee

 You forwarded this message on 9/2/2016 1:17 PM.

1. To submit forms to the Kansas Corporation Commission (KCC) through this system, a company's authorized agent must complete and mail the [Master Electronic Filing Certification Form](#) along with the "Appointment of the Electronic Filing Administrator" to the KCC. More information is available on the KOLAR [FAQ](#) page and on the KCC website.
2. To submit WWC5 forms to KDHE, contact Richard Harper at rharp@kdheks.gov or Deb Biester at dbiester@kdheks.gov. They will set up a group for your company and will put you into the group as a user.
3. To submit severance tax reports to KDOR, contact Roberto Tetuan at Roberto.Tetuan@kdor.ks.gov.
4. All other users, please email the [KOLAR Administrators](#).

Your temporary password is: **26062584**

Please log in with this password in the next 2 days. At that time, you will be asked to reset your password to one of your choosing. If you have any trouble, please email the [KOLAR Administrators](#).

It is highly recommended that you Cut and Paste the temporary password into the log-in screen. Follow these instructions to do so:

1. Highlight the password. MAKE SURE NO BLANK SPACES ARE HIGHLIGHTED BEFORE OR AFTER THE PASSWORD.
2. Press Control + C (Command + C for Macs) at the same time OR go to Edit --> Copy
3. Click in the password box on the website. Make sure the cursor appears in that box.
4. Press Control + V (Command + V for Macs) OR go to Edit --> Paste

This is [KOLAR](#) email request #102988601161.

Registration & Instructions

5. Connect to KOLAR again and login with your new username and temporary password:

TEST SERVER

[Home](#) [Help](#)

KOLAR

Reset Expired Password

Please choose a new password.

Enter Current Password

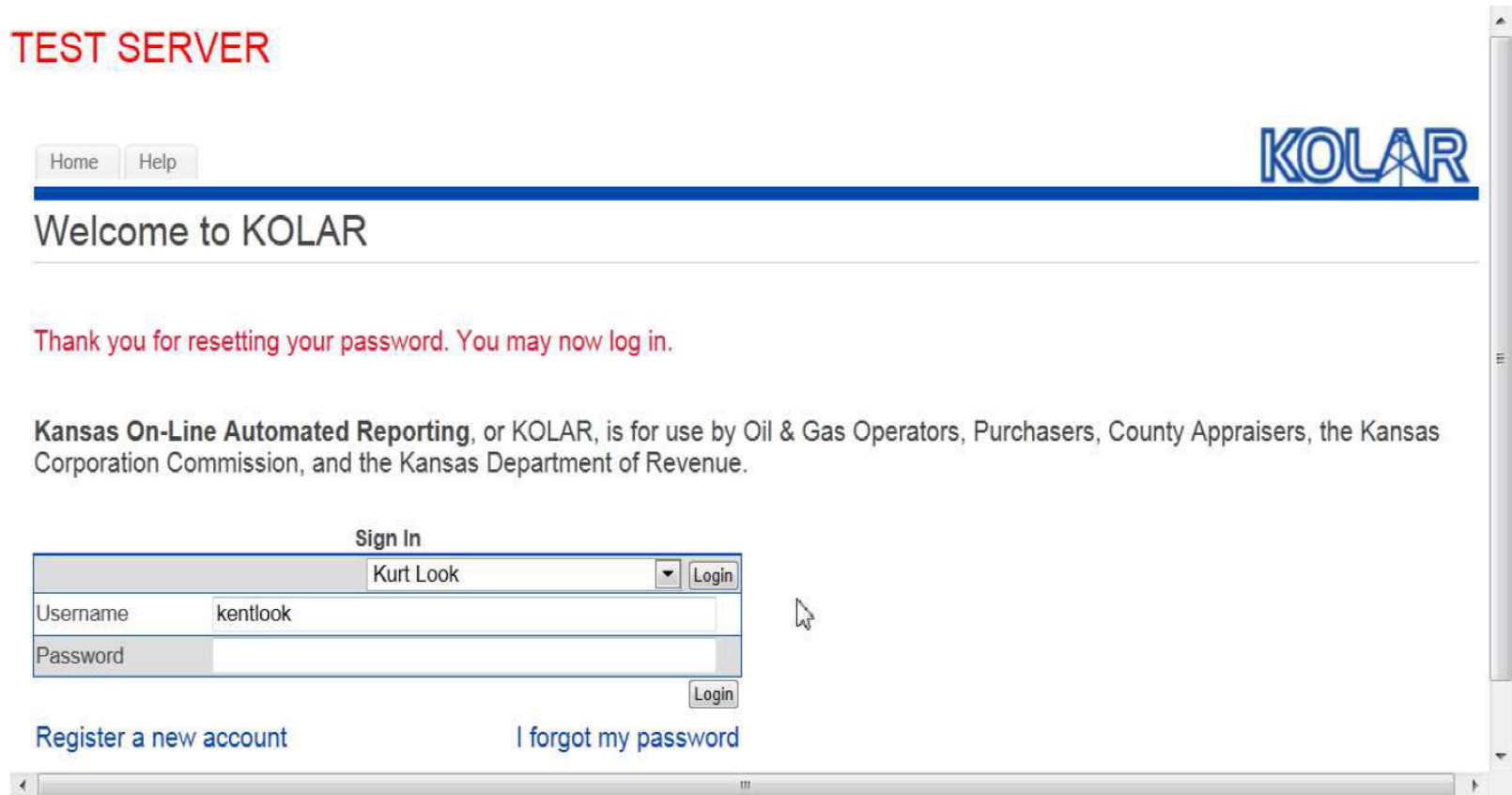
Enter New Password

Re-type Password

Registration & Instructions

6. Finally, you're ready to do a normal login. You'll never do the above steps again:

TEST SERVER



The screenshot shows the KOLAR web application interface. At the top right is the 'KOLAR' logo. Below it, a blue horizontal bar contains the text 'Welcome to KOLAR'. To the left of the logo are two buttons: 'Home' and 'Help'. Below the welcome message is a red text notification: 'Thank you for resetting your password. You may now log in.' Below this is a paragraph explaining that KOLAR is for use by Oil & Gas Operators, Purchasers, County Appraisers, the Kansas Corporation Commission, and the Kansas Department of Revenue. The 'Sign In' section contains a dropdown menu with 'Kurt Look' selected, a 'Login' button, a 'Username' field with 'kentlook', a 'Password' field, and another 'Login' button. At the bottom are two links: 'Register a new account' and 'I forgot my password'.

Home Help

KOLAR

Welcome to KOLAR

Thank you for resetting your password. You may now log in.

Kansas On-Line Automated Reporting, or KOLAR, is for use by Oil & Gas Operators, Purchasers, County Appraisers, the Kansas Corporation Commission, and the Kansas Department of Revenue.

Sign In

Kurt Look Login

Username kentlook

Password Login

[Register a new account](#) [I forgot my password](#)

Registration & Instructions

7. You are now logged in. You still can't do anything, but you are logged in. You have to be associated with a GROUP before you can do anything. A group is your company.



Registration & Instructions

8. At this point, call Pam Chaffee at 785.296.3565 or Deb Biester at 785.296.5524 at KDHE to finish the registration process. They will create your group, put your user in the group and give you the permissions you need to do your work.

Manage User Roles

User	Change Role of User
Eileen Jones Remove User	<input checked="" type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit Change Role
Keith Hunsinger Remove User	<input checked="" type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit Change Role
Melissa Moore Remove User	<input type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit Change Role

Add User to Group	ROLES
Username to add kentlook	<input checked="" type="checkbox"/> Group Admin <input checked="" type="checkbox"/> KDHE Form Submit Add User

Disable the Group by clicking on the following button.

[Disable](#)

9. The next time you log in, you'll see some major progress because you are finally associated with a known group in the system (upper right). And you have menu items (upper left).



Getting Started with Filling Out a WWC-5 Form on KOLAR

Using the "KDHE" Menu above, choose "WWC5." To return to this page, choose the "Home" tab above.

Location Information:

- You must enter a lat / long. Set your GPS to display Decimal Degrees. You must know your units datum: WGS 84, NAD 83 or NAD 27.
- Once you enter the lat / long, the other location information will be filled in automatically: County, T-R-S, quarter calls and elevation.
- There is a button at the top of the form labeled "View Location Info." This button will open a new page that shows an aerial photo of the section and other information relevant to that location.

Well IDs: For some well types, like monitoring wells, you must fill in a well ID. Once you fill it in on section 7 of the form (well use), it will be shown automatically in the upper right corner of the form.

Casing Record: Computers can't deal with fractions so you must enter the values in decimals. There is a button on the page labeled "Decimal Conversion Chart" that you can use to look up the decimal equivalent for the fractions you need to enter.

Lithologic Log: The lithologic log section of the form has a scroll bar because you can enter more rows than are initially visible. If you want to reorder the rows, put the cursor in the row you want to move and use the "Up" or "Down" buttons to move it. Don't worry about rows that you leave blank because those will be removed automatically. Sometimes this tool is a bit slow so be patient.

10. Selecting the KDHE Forms menu item, you can choose either WWC5 or WWC-5P to get you to the page that manages all of your WWC-5 or WWC-5P forms, or start a new form.

HomeKDHE FormsSettingsHelp

KOLAR

Pamela ChaffeeLogoutTest WW Driller

Start a New WWC5 Form

Select a queue to view

Table	Documents
WWC5s Unsubmitted	89
WWC5s Ready to Submit	4
WWC5s Submitted	0
WWC5s Approved	1
Total	94

WWC5s Unsubmitted

Show10entriesSearch:

Action	Doc ID	County	Section	Well Owner	Well ID	Last Saved
Edit Delete PDF Clone	1315735	Douglas	35-13S-18E			08/30/2016
Edit Delete PDF Clone	1305417	Dickinson	34-13S-02E	Brown Memorial Foundation		05/13/2016
Edit Delete PDF Clone	1305415	Dickinson	34-13S-02E			04/28/2016

11. You are about to complete the WWC5 form on-line. Since much is dependent on the location of the well, you must provide the latitude & longitude coordinates for the well prior to completing the form. You'll get these from your GPS unit, on-line mapping tool, or a surveyor's report.

[Home](#)[KDHE Forms](#)[Settings](#)[Help](#)

Pamela Chaffee

[Logout](#)

Test WW Driller ▼

Create Doc

[Back to WWC5](#)

Latitude, Longitude and Datum are required when creating a WWC5. Some location information will be filled in automatically once these are entered. You can change these later if you need to.

Latitude: N (decimal degrees) e.g. 38.881796

Longitude: W (decimal degrees) e.g. 95.383889

Datum: ☐ WGS84

☐ NAD83

☐ NAD27

12. Click Submit and you get the partially filled out WWC5:

County, Quarter Fractions, Section, Township, Range, and Elevation fill-in automatically from Latitude, Longitude, and Horizontal Datum you enter.

[Home](#) [KDHE Forms](#) [Settings](#) [Help](#)

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☐ Required ☐ Questionable ☐ Invalid ☐ Associated fields [View Location Info](#) [Save and Exit](#)

WATER WELL RECORD Form WWC-5

☐ Original record ☐ Correction ☐ Change in well use

Division of Water Resources App. #

Well ID

1 LOCATION OF WATER WELL:

Fraction (smallest-to-largest)

Section

Township ☒ S ☐ N

Range ☒ E ☐ W

2 WATER WELL OWNER:
First:
Last:
Business:
Address line 1:
Address line 2:
City:
State:
ZIP:

3 WATER WELL ADDRESS:
Street/Rural Address of Well Location; if unknown, distance & direction from nearest town or intersection: If at owner's address, check here ☐

4 DEPTH OF COMPLETED WELL ft.
Depth(s) groundwater encountered:
1) ft. 2) ft. 3) ft. or 4) ☐ Dry well
WELL'S STATIC WATER LEVEL ft.
☐ below land surface measured (mm/dd/yyyy)
☐ above land surface measured (mm/dd/yyyy)
Pump test data:
Well water was ft. after hrs. pumping gpm.
Well water was ft. after hrs. pumping gpm.
Estimated yield: gpm
Bore hole diameter: in. to ft. and in. to ft.

5 Latitude: (decimal degrees)
Longitude: (decimal degrees)
Datum: ☒ WGS84 ☐ NAD83 ☐ NAD27
Source for latitude/longitude:
☐ GPS (unit make/model)
WAAS enabled? ☐ Yes ☐ No
☐ Land survey ☐ Topographic map
☐ Online mapper

6 Elevation: ft. ☒ Ground Level ☐ TOC
Source: ☐ Land Survey ☐ GPS ☐ TopoMap
☒ Other

7 WELL WATER TO BE USED AS:

1. Domestic: ☐ Household ☐ Lawn/garden ☐ Livestock
2. ☐ Irrigation
3. ☐ Feedlot
4. ☐ Industrial
5. ☐ Public water supply Well ID
6. ☐ Dewatering How many wells?
7. ☐ Aquifer recharge Well ID
8. ☐ Monitoring: Well ID
9. ☐ Env. remediation Well ID
- ☐ Air Sparge ☐ Soil vapor extraction ☐ Recovery ☐ Injection
10. ☐ Oil field water supply Lease
11. ☐ Test hole Well ID
- ☐ Cased ☐ Uncased ☐ Geotechnical
12. ☐ Geothermal How many bores?
- a) Closed loop ☐ Horizontal ☐ Vertical
- a) Open loop ☐ Surface discharge ☐ Inj. of water
13. ☐ Other (specify)

Was a chemical/bacteriological sample submitted to KDHE? ☐ Yes ☐ No

If yes, date sample was submitted (mm/dd/yyyy) Water well disinfected? ☐ Yes ☐ No

8 TYPE OF CASING USED: ☐ Steel ☐ PVC ☐ Other

CASING JOINTS: ☐ Glued ☐ Clamped ☐ Welded ☐ Threaded

Casing diameter in. to ft., Diameter in. to ft., Diameter in. to ft.

Casing height above land surface in. Weight lbs./ft. Wall thickness or gauge No.

TYPE OF SCREEN OR PERFORATION MATERIAL:

- ☐ Steel ☐ Stainless Steel ☐ Fiberglass ☐ PVC ☐ Other (specify)
- ☐ Brass ☐ Galvanized steel ☐ Concrete tile ☐ None

SCREEN OR PERFORATION OPENINGS ARE:

- ☐ Continuous slot ☐ Mill slot ☐ Gauze wrapped ☐ Torch cut ☐ Drilled holes ☐ Other (specify)
- ☐ Louvered shutter ☐ Key punched ☐ Wire wrapped ☐ Saw cut ☐ None

SCREEN-PERFORATED INTERVALS: From ft. to ft. From ft. to ft. From ft. to ft. From ft. to ft.

SCREEN GRAVEL PACK INTERVALS: From ft. to ft. From ft. to ft. From ft. to ft. From ft. to ft.

9 GROUT MATERIAL:

9 GROUT MATERIAL: ☐ Neat cement ☐ Cement ☐ Bentonite ☐ Other

Grout intervals: From ft. to ft. From ft. to ft. From ft. to ft.

Nearest source of possible contamination:

- ☐ Septic tank ☐ Lateral lines ☐ Pit privy ☐ Livestock pens ☐ Insecticide storage
☐ Sewer lines ☐ Cess pool ☐ Sewage lagoon ☐ Fuel storage ☐ Abandoned water well
☐ Watertight sewer lines ☐ Seepage pit ☐ Feedyard ☐ Fertilizer storage ☐ Oil/gas well
☐ Other (please specify)

Direction from well? Distance from well? ft.

10 LITHOLOGIC LOG / PLUGGING MATERIALS:

From	To	Lithologic Log
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lithologic Log Notes:

11 CONTRACTOR'S OR LANDOWNER'S CERTIFICATION: This water well was ☐ constructed ☐ reconstructed ☐ plugged
under my jurisdiction and was completed on (mo/day/year) and this record is true to the best of my
knowledge and belief. Kansas Water Well Contractor's License No. 111 . This Water Well Record was
completed on (mo/day/year) under the business name of by (signature)

Send one copy to WATER WELL OWNER and retain one for your records. Fee of \$5.00 for each constructed well.

KS Department of Health and Environment, Bureau of Water, Geology Section
1000 SW Jackson St., Suite 420, Topeka, Kansas 66612-1367. Telephone 785-296-3565
Visit us at <http://www.kdheks.gov/waterwell/index.html> Telephone 785-296-5524.

KSA82a-1212

Save and Exit

13. When you click “Save and Exit,” you are given the ability to do things to the WWC5 you just created along with a list of any problems detected in the form. You cannot submit to KDHE until the required items are completed, then “Cannot Submit” becomes “Ready to Submit.”

[Home](#) [KDHE Forms](#) [Settings](#) [Help](#)

KOLAR

Pamela Chaffee [Logout](#) [Test WW Driller](#) ▼

Back to WWC5

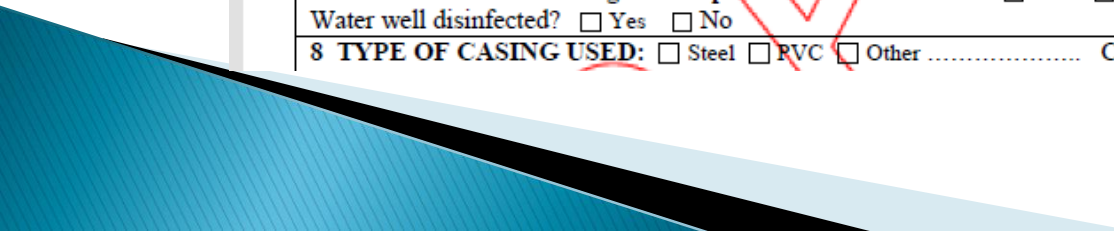
Document 1315919

Actions

View PDF
Delete
Edit
Cannot Submit

Problems Preventing Submission

Form Field	Error Message
Bore Hole Diameter (1st)	Bore Hole Diameter (1st) is required.
Bore Hole Diameter To (1st)	Bore Hole Diameter To (1st) is required.
Casing Diameter (1st)	Casing Diameter (1st) is required.
Casing Height Above Land Surface	Casing Height Above Land Surface is required.
Casing Joints - Clamped	At least one Casing Joints option must be checked.
Casing Joints - Glued	At least one Casing Joints option must be checked.
Casing Joints - Threaded	At least one Casing Joints option must be checked.
Casing Joints - Welded	At least one Casing Joints option must be checked.
Casing To (1st)	Casing To (1st) is required.
Casing Wall Thickness Or Gauge Number	Casing Wall Thickness Or Gauge Number is required.
Contractor's or Landowner's Certification: Well Completion Date	Contractor's or Landowner's Certification: Well Completion Date is required. The format is mm/dd/yyyy.
Was a Chemical / Bacterial Sample Submitted to KDHE?	Was a Chemical / Bacterial Sample Submitted to KDHE? is required.
Depth of Completed Well	Depth of Completed Well is required.
Depth Groundwater was Encountered 1	Depth Groundwater was Encountered 1 is required.
Grout - Cement	At least one Grout Material option must be checked.
Grout - Bentonite	At least one Grout Material option must be checked.
Grout Interval From	Grout Interval From is required.



If you click “View Location Info” you can confirm the well location and see a list of nearby wells from the KGS Water Well Database.

[Home](#) [KDHE Forms](#) [Settings](#) [Help](#)

KOLAR

Pamela Chaffee [Logout](#) [Test WW Driller](#)

Required

Questionable

Invalid

Associated fields

[View Location Info](#) [Save and Exit](#)

WATER WELL RECORD Form WWC-5

Division of Water Resources App. #

Well ID

☒ Original record ☐ Correction ☐ Change in well use

1 LOCATION OF WATER WELL:

Fraction (smallest-to-largest)

Section

Township

☒ S ☐ N

Range

☒ E ☐ W

2 WATER WELL OWNER:

First:

Last:

Business:

Address line 1:

Address line 2:

City:

State:

ZIP:

3 WATER WELL ADDRESS:

Street/Rural Address of Well Location; if unknown, distance & direction from nearest town or intersection: If at owner's address, check here ☒

4 DEPTH OF COMPLETED WELL ft.

Depth(s) groundwater encountered:

1) ft. 2) ft. 3) ft. or 4) ☐ Dry well

WELL'S STATIC WATER LEVEL ft.

☒ below land surface measured (mm/dd/yyyy)

☐ above land surface measured (mm/dd/yyyy)

Pump test data:

Well water was ft. after hrs. pumping gpm.

Well water was ft. after hrs. pumping gpm.

Estimated yield: gpm

Bore hole diameter: in. to ft. and in. to

5 Latitude: (decimal degrees)

Longitude: (decimal degrees)

Datum: ☒ WGS84 ☐ NAD83 ☐ NAD27

Source for latitude/longitude:

☐ GPS (unit make/model)

WAAS enabled? ☐ Yes ☐ No

☐ Land survey ☐ Topographic map

☒ Online mapper

6 Elevation: ft. ☒ Ground Level ☐ TOC

Source: ☐ Land Survey ☐ GPS ☐ TopoMap

☒ Other

Spot Information	
Latitude	38.949007
Longitude	-95.262841
Section	Sec-2 Twp-13 S Rng-19 E
Quarter Calls	NE NW NE SE
County	Douglas
Elevation	943 ft

Water Well Information

WWC5 Records: Five Closest Wells & All Public Water Supplies Within a Mile

Dist *	Dist **	Dist ***	Type	Status	Depth	Water Lvl	Owner	WWC5
245 ft	310ft	245ft	Monitoring well/observation/piezometer	CONSTRUCTED	293 ft	86.75 ft	Kansas Geological Survey	PDF
732 ft	733ft	731ft	Test hole/well	RECONSTRUCTED	254 ft		Kansas Geological Survey	scan
732 ft	733ft	731ft	Test hole/well	CONSTRUCTED	260 ft		Kansas University Farm	PDF
732 ft	733ft	731ft	Test hole/well	CONSTRUCTED	250 ft		Kansas University Farm	PDF
1705 ft		1705ft	Test Hole, Uncased	CONSTRUCTED	300 ft		Kansas University Farm	PDF

* This distance is calculated using geographic tools and a PLSS data layer.

** This distance is calculated using the pythagorean theorem and assuming that the section is exactly 5280 feet square. Also, if the water well is within a mile of the well spot, but is in a neighboring section, then this distance is not calculated.

*** This distance is calculated using UTM coordinates.



15. Once the form is completed and identified problems are corrected, click “Save and Exit.”

[Home](#) [KDHE Forms](#) [Settings](#) [Help](#)

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☐ Required

☐ Questionable

☐ Invalid

☐ Associated fields

[View Location Info](#) [Save and Exit](#)

WATER WELL RECORD Form WWC-5

Division of Water Resources App. #

Well ID

☒ Original record ☐ Correction ☐ Change in well use

1 LOCATION OF WATER WELL:

Fraction (smallest-to-largest)

Section

Township

Range

☒ E ☐ W

2 WATER WELL OWNER:

First:

Last:

Business:

Address line 1:

Address line 2:

City:

State:

ZIP:

3 WATER WELL ADDRESS:

Street/Rural Address of Well Location; if unknown, distance & direction from nearest town or intersection: If at owner's address, check here ☒

4 DEPTH OF COMPLETED WELL ft.

Depth(s) groundwater encountered:

1) ft. 2) ft. 3) ft. or 4) ☐ Dry well

WELL'S STATIC WATER LEVEL ft.

☒ below land surface measured (mm/dd/yyyy)

☐ above land surface measured (mm/dd/yyyy)

Pump test data:

Well water was ft. after hrs. pumping gpm.

Well water was ft. after hrs. pumping gpm.

Estimated yield: gpm

Bore hole diameter: in. to ft. and in. to

5 Latitude: (decimal degrees)

Longitude: (decimal degrees)

Datum: ☒ WGS84 ☐ NAD83 ☐ NAD27

Source for latitude/longitude:

☐ GPS (unit make/model)

WAAS enabled? ☐ Yes ☐ No

☐ Land survey ☐ Topographic map

☒ Online mapper

6 Elevation: ft. ☒ Ground Level ☐ TOC

Source: ☐ Land Survey ☐ GPS ☐ TopoMap

☒ Other

7 WELL WATER TO BE USED AS:

1. Domestic: ☐ Household ☒ Lawn/garden ☐ Livestock
2. ☐ Irrigation
3. ☐ Feedlot
4. ☐ Industrial
5. ☐ Public water supply Well ID
6. ☐ Dewatering How many wells?
7. ☐ Aquifer recharge Well ID
8. ☐ Monitoring: Well ID
9. ☐ Env. remediation Well ID
- ☐ Air Sparge ☐ Soil vapor extraction
- ☐ Recovery ☐ Injection
10. ☐ Oil field water supply Lease
11. ☐ Test hole Well ID
- ☐ Cased ☐ Uncased ☐ Geotechnical
12. ☐ Geothermal How many bores?
- a) Closed loop ☐ Horizontal ☐ Vertical
- a) Open loop ☐ Surface discharge ☐ Inj. of water
13. ☐ Other (specify)

Was a chemical/bacteriological sample submitted to KDHE? ☐ Yes ☒ No

If yes, date sample was submitted (mm/dd/yyyy) Water well disinfected? ☒ Yes ☐ No

8 TYPE OF CASING USED: ☐ Steel ☒ PVC ☐ Other

CASING JOINTS: ☒ Glued ☐ Clamped ☐ Welded ☐ Threaded

Casing diameter 5 in. to 300 ft., Diameter in. to ft., Diameter in. to ft.

Casing height above land surface 24 in. Weight lbs./ft. Wall thickness or gauge No. SDR 26

TYPE OF SCREEN OR PERFORATION MATERIAL:

- ☐ Steel ☐ Stainless Steel ☐ Fiberglass ☒ PVC ☐ Other (specify)
- ☐ Brass ☐ Galvanized steel ☐ Concrete tile ☐ None

SCREEN OR PERFORATION OPENINGS ARE:

- ☐ Continuous slot ☒ Mill slot ☐ Gauze wrapped ☐ Torch cut ☐ Drilled holes ☐ Other (specify)
- ☐ Louvered shutter ☐ Key punched ☐ Wire wrapped ☐ Saw cut ☐ None

SCREEN-PERFORATED INTERVALS: From 300 ft. to 320 ft. From ft. to ft. From ft. to ft.

SCREEN GRAVEL PACK INTERVALS: From 75 ft. to 184 ft. From 204 ft. to 320 ft. From ft. to ft.

9 GROUT MATERIAL: ☐ Neat cement ☐ Cement ☒ Bentonite ☐ Other

Grout intervals: From 3 ft. to 75 ft. From 184 ft. to 204 ft. From ft. to ft.

Nearest source of possible contamination:

- ☐ Septic tank ☐ Lateral lines ☐ Pit privy ☐ Livestock pens ☐ Insecticide storage
- ☐ Sewer lines ☐ Cess pool ☐ Sewage lagoon ☐ Fuel storage ☐ Abandoned water well
- ☒ Watertight sewer lines ☐ Seepage pit ☐ Feedyard ☐ Fertilizer storage ☐ Oil/gas well
- ☐ Other (please specify)

Direction from well? East Distance from well? 50 ft.

“Save and Exit” buttons are available at the top and bottom of the WWC5 form.

10 LITHOLOGIC LOG / PLUGGING MATERIALS:

From	To	Lithologic Log
<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="topsoil"/>
<input type="text" value="1"/>	<input type="text" value="44"/>	<input type="text" value="Shale"/>
<input type="text" value="44"/>	<input type="text" value="75"/>	<input type="text" value="Limestone"/>
<input type="text" value="75"/>	<input type="text" value="78"/>	<input type="text" value="Shale"/>
<input type="text" value="78"/>	<input type="text" value="100"/>	<input type="text" value="Limestone"/>
<input type="text" value="100"/>	<input type="text" value="157"/>	<input type="text" value="Shale"/>
<input type="text" value="157"/>	<input type="text" value="162"/>	<input type="text" value="Limestone"/>
<input type="text" value="162"/>	<input type="text" value="250"/>	<input type="text" value="Shale"/>
<input type="text" value="250"/>	<input type="text" value="262"/>	<input type="text" value="Limestone"/>
<input type="text" value="262"/>	<input type="text" value="320"/>	<input type="text" value="Shale"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lithologic Log Notes:

^
v

11 CONTRACTOR'S OR LANDOWNER'S CERTIFICATION: This water well was ☒ constructed ☐ reconstructed ☐ plugged under my jurisdiction and was completed on (mo/day/year) and this record is true to the best of my knowledge and belief. Kansas Water Well Contractor's License No. . This Water Well Record was completed on (mo/day/year) under the business name of by (signature)

Send one copy to WATER WELL OWNER and retain one for your records. Fee of \$5.00 for each constructed well.

KS Department of Health and Environment, Bureau of Water, Geology Section
1000 SW Jackson St., Suite 420, Topeka, Kansas 66612-1367. Telephone 785-296-3565
Visit us at <http://www.kdheks.gov/waterwell/index.html> Telephone 785-296-5524.

KSA82a-1212

Save and Exit

16. You are returned to a page where all of your forms are listed. You have the option to review old forms or submit recently completed forms to KDHE. If you click on “WWC5s Ready to Submit”, you can click the “Pay and Submit” to pay the WWC5 fee using KanPay and submit the form to KDHE. You can also batch up several forms and submit them all at once.

[Home](#) [KDHE Forms](#) [Settings](#) [Help](#)

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Start a New WWC5 Form

Select a queue to view

Table	Documents
WWC5s Unsubmitted	90
WWC5s Ready to Submit	5
WWC5s Submitted	0
WWC5s Approved	0
Total	95

WWC5s Ready to Submit

Show entries

Action	Doc ID	County	Section	Well Owner
Pay and Submit Move to the Unsubmitted queue	1165114	Douglas	35-13S-18E	sdfdfs
Pay and Submit Move to the Unsubmitted queue	1221284	Reno	31-22S-05W	KDHE
Pay and Submit Move to the Unsubmitted queue	1276916	Douglas	35-13S-18E	d
Pay and Submit Move to the Unsubmitted queue	1309879	Haskell	26-27S-34W	Deseret Cattle Feeders
Pay and Submit Move to the Unsubmitted queue	1315919	Douglas	02-13S-19E	Kansas Geological Survey

Showing 1 to 5 of 5 entries

Previous Next

17. Once the form gets through KDHE, it will automatically be released to the KGS Water Well Database at: <http://www.kgs.ku.edu/Magellan/WaterWell/index.html>:



Water Well Completion Records (WWC5) Database

Use this form to search the KGS index of water wells. In Kansas, Township values vary from 1 in the north to 35 in the south, and the values for Range are from 1-43 West and 1-25 East. Values for Section are 1 to 36. For additional information or to purchase scans or copies of forms, see our [Data Resources Library](#).

Choose wells by entering a legal description OR county name.	
<div>Legal Description</div> <div>Township: <input type="text"/> South</div> <div>Range: <input type="text"/> East: <input type="radio"/> or West: <input checked="" type="radio"/></div> <div>Section (optional): <input type="text"/></div>	<div>County</div> <div>Allen</div> <div>Anderson</div> <div>Atchison</div> <div>Barber</div> <div>Barton</div>
<div>Select by T-R</div>	<div>Select by County</div>

[Interactive Map](#) of WWC5 data

[Database of Water Well Contractors](#)

[Status maps of WWC5 database](#), Updated Aug. 31, 2016

[Statewide statistics of wells drilled](#) (query may take a while)

[Water Use Code Statistics](#) (query may take a while)

ZIP'd file containing well data

This next link points to a pre-created file containing the data for all wells in the state. The format is the same as the files saved using the above query. The file containing all the wells in Kansas is a large zipped file of 14 megabytes (255,848 wells). Please use the above query to find the most up-to-date data or to receive more manageable amounts of data.

[wwc5_wells.zip](#), ~~updated~~ (Aug. 26, 2016)

These next two searches create files containing wells based on the date chosen.


Wells Constructed in...	January	2016	Select Wells
Wells Plugged in...	January	2016	Select Wells

[FGDC Metadata Information for this set is available.](#)

WWC5s Submitted but not Approved

Broken Rules

► Rules

1. Grout Material “Other” is checked;
 2. Grout Interval <20 ft and SWL >20 ft (excludes monitoring and dewatering);
 3. Well <50 ft from possible contamination source, or <10 ft from watertight sewer lines (excludes geothermal);
 4. Not used; and
 5. Well casing <12 inches above land surface (excludes monitoring and geothermal).
- 

Rule 1 – Examples

- ▶ Rule 1 – Grout Material – “Other”
- ▶ Most common failure – monitoring & geothermal wells
 - Monitoring – var. grout materials at diff. intervals
 - Geothermal – “high solids,” “thermally enhanced,” “bentonite slurry w/ high sand content”
- ▶ Holeplug – used in other wells
 - Use appropriate grout materials for site-specific conditions
- ▶ Article 30 – K.A.R. 28–30–2(p)

Rule 2 – Examples

- ▶ Rule 2 – Grout Interval < 20ft & SWL > 20ft
- ▶ Monitoring and dewatering wells excluded;
- ▶ Environmental remediation wells may be excluded;
- ▶ Shallow aquifer targeted by shallow well;
- ▶ Shallow aquifer combined with deeper aquifer(s)
 - Both may be screened, but must be separated by grout in annular space.
- ▶ WWC-5 Form used to report a plugged well
 - Provide correction or resubmit on WWC-5P Form
- ▶ Environmental remediation wells – More than one interval grouted in deeper wells. KOLAR reads top.

Rule 3 – Examples

- ▶ Rule 3 – Well <50 ft from nearest possible contamination sources or <10 ft from watertight sewer lines (excludes geothermal)
- ▶ Most common failure – trying to report no possible contamination sources nearby.
 - Leave blank, if appropriate, until checkbox is added to report “none present” within given distance.
 - Request variance if less than minimum separation distances as per KDHE or local governmental entity.
- ▶ Environmental remediation wells to be excluded.

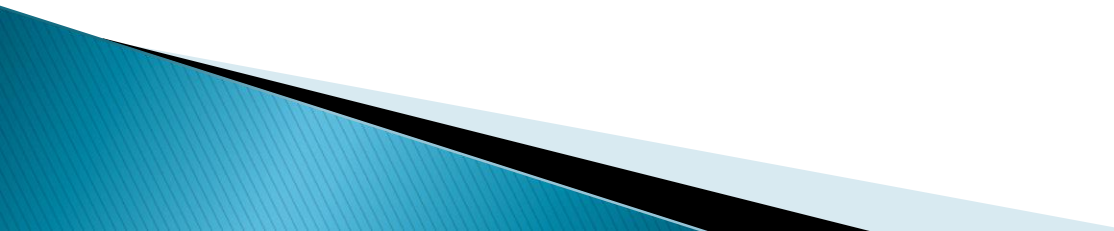
K.A.R. 28-30-8 and 28-30-2(w)(1)(A)

Rule 5 – Examples

- ▶ Rule 5 – Top of casing <12 inches above land surface (excludes monitoring & geothermal)
- ▶ Revision to require submission of scaled-map:
 - Showing location, ID #, and latitude/longitude coordinates for well(s)
- ▶ Environmental remediation wells to be excluded, if scaled-map attached.
- ▶ Errors/typos
- ▶ Flush-mount completion allowed for monitoring wells in high traffic areas if:
 - A scaled-map is provided, and
 - Follow KDHE “Flush-Mount Well Construction Detail”
- ▶ Otherwise, variance request is required (WWP-5).

K.A.R. 28-30-6(f) and 6(s)

Resolving 'On-Hold' WWC-5 / 5P Forms In KOLAR

- ▶ KDHE can approve “on-hold” KOLAR submittals;
 - ▶ KDHE & KGS KOLAR staff can revise rules for future submittals;
 - ▶ WW Contractor can submit required attachments, KDHE will transfer to KGS & approve submittal;
 - ▶ WW Contractor, KDHE, and well owner can discuss corrective action(s), if needed; and
 - ▶ WW Contractor can make corrections to hard copy of form and submit to KDHE.
- 

How to Correct a WWC-5 or WWC-5P Form When Initially Entered Through KOLAR

At the present time, there is no way to correct a WWC-5 or WWC-5P form that was initially entered using KOLAR.

If you need to submit a corrected WWC-5/WWC-5P form please follow the instructions below.

1. Using KOLAR, bring up the WWC-5 or WWC-5P form you initially entered.
2. Print it.
3. On the top of the page in Red, write "CORRECTED."
4. Highlight the information that you added or changed.
5. Mail the corrected copy to:
KDHE, Bureau of Water
Geology & Well Technology Section
1000 SW Jackson Street, Ste. 420
Topeka, KS 66612-1367

Should you have any questions regarding this procedure, please contact either:

Pamela Chaffee 785.296.3565

Pam.Chaffee@ks.gov

or

Debbie Biester 785.296.5524

Debra.Biester@ks.gov

Other KOLAR Issues Identified

- ▶ WWC-5 Form
 - Separate “Depth(s) GW Encountered” from “Well’s Static Water Level;”
 - Use shallow borehole diameter and casing diameter to determine compliance with minimum grouting requirement at surface;
 - Allow submission for monitoring wells where prior approval of borehole dia. <3 inches larger than casing dia., with subsequent approval by KDHE from “on-hold” status.
- ▶ WWC-5P Form
 - Some info obscured or not shown in PDF view of submitted form;
 - Clarify casing height info required in Section 5;
 - Remove auto-populate feature in Water Well Owner section.
- ▶ WWC-5 & WWC-5P Inconsistencies & Proposed Improvements
 - Require “nearest source of possible contamination” on WWC-5, but not on WWC-5P;
 - Determine appropriateness of “Draft” watermark;
 - Signature line vs. checkbox for electronic signature;
 - Auto-populate contractor business name, like license #.

Older ‘flash form’ of KOLAR cannot be maintained.